

DEPARTMENT OF TRANSPORTATION  
PROFESSIONAL SERVICES MANAGEMENT UNIT  
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF SUPPORTING THE HYDRAULICS UNIT IN DEVELOPING HYDROLOGIC/HYDRAULIC DESIGN STUDIES ON TRANSPORTATION PROJECTS THROUGHOUT THE STATE.

**The primary firm shall be Pre-qualified to perform services for the Hydraulics Unit to perform the below referenced work. The work codes required are: 00433(Hydraulic Design Tier I) and 00434 (Hydraulic Design Tier II).**

**No sub-consultants are permitted.**

**HYDROLOGIC/HYDRAULIC DESIGN STUDIES      STATEWIDE**

The work consists of but not limited to:

- the collection of drainage data both field and office,
- development of the general project drainage scheme,
- performing the design studies required to detail each drainage feature in regard to location, type, size, material, and documentation of the design process and features through drawings and reports, and
- performing all phases of surface drainage analysis and design including, major river system studies and computer modeling, culvert, storm drainage system (GEOPAK drainage is required on all projects), ditch and channel analysis, environmental permit preparation, FEMA's National Flood Insurance Program compliance (CLOMR and MOA) packages, natural stream design using Rosgen Techniques, and Stormwater Management Plan.

The firm will also assist the Hydraulics Unit Operation Section in providing hydrologic and hydraulic design services to the field Operations of the Departments 14 Highway Divisions. Tasks will include but not limited to:

- provide Hydrologic and Hydraulic Design recommendations for emergency repairs.
- provide Hydrologic and Hydraulic Design for pipe size recommendations for routine and emergency replacements.
- provide Hydrologic and Hydraulic Design for small Division Design projects.
- prepare Preliminary Design Reports for bridge replacement projects.
- conduct drainage investigations and prepare reports and recommendations for Operations.
- All work will be coordinated through the Hydraulics Unit. In lieu of lump sum contract, the consultant services will be paid based on design time spent and associated expenses.

The final hydraulic design plans as well as environmental permit drawings and summary sheets shall be prepared in electronic format. All electronic files shall be in Microstation format using Geopak Software. The version of Microstation used must be the same version currently used by NCDOT.

The duration of the contracts will be for one year with a possible one year extension or until the contract amount is depleted, whichever comes first. The method of payment for these contracts will be negotiated lump sum for TIP Projects and cost plus fixed fee for Operation Activities

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

#### SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). No subconsultants are allowed for these advertised services. Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

#### PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. An application may be accessed at

<https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

#### EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The evaluation of performance on any previous contracts with the North Carolina Department of Transportation; 50%
2. The firm's experience and staff to perform the type of work required; 50%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

#### FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system as a .pdf file: [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and "LOI for 2013 Hydraulics LSA".

If an interested firm does not have an FTS account they should send a request through e-mail to [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

## **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

## **Section II - Evaluation Factors**

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;

- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach;
- Any innovative approaches to be used; and
- Regional Expertise.

**Note:** If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

### **Section III - Supportive Information**

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

### **APPENDICES-**

#### **CONSULTANT CERTIFICATION Form RS-2**

**Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.**

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)

Complete and **sign** each Form RS-2 (instructions are listed on the form).

The required form is available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Advertised July 15, 2013

Private consulting firms are invited to have letters of interest for furnishing Hydrological/Hydraulic Studies **FTS-ed** to the Professional Services Management Unit by **12:00 p.m. on July, 31 2013. Letters of interest received after this deadline will not be considered.**

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) they will be disqualified. No exception will be granted.**

The e-mail address is:

**[psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov)**

Any questions concerning the advertisement or the scope of work should be directed to Scott Blevins, PE, at [sblevins@ncdot.gov](mailto:sblevins@ncdot.gov) or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Scott Blevins.

The firm(s) selected will be notified by **September 10, 2013**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by **September 11, 2013**